

US EMBASSY PANAMA CITY
SOLICITATION #19PM0720Q0127
ATTACHMENT # 4 - CHECKLIST

Embassy of the United States of America

United States Embassy Panama City

Date: September 23, 2020

To Prospective Bidders

Subject: Bidding Instructions

This document is intended to be used by prospective contractors as a checklist, to ensure they are delivering the minimum requested documents. Bidders are encouraged to thoroughly review the Solicitation Document for any additional requests.

- a) A fully completed and signed SF-18 form (Provided in the solicitation webpage) with the following prices included in block 11.
 - 1. Concrete work (Retaining wall, Stairs, Topper, cobblestone curve and joint boxes)
 - 2. Electrical (Lights, transformers, cables, pull boxes and conduit)
 - 3. Soil Preparation (Grade, compaction, restore)
 - 4. Gravel Foundation
 - 5. Tiling (Laja+Tiling+Mortar and grout)
 - 6. Plumbing Material
 - 7. Labor & Insurance
 - 8. DBA

TOTAL
- b) A broken-down quotation in the Contractor's format, with all the work described in the SOW .
- c) Proof of DBA Insurance and General Liability (see section G of Solicitation Document (a letter from the Insurance company or a quotation)
- d) A letter from the Bidder indicating who the Project Manager or Field Superintendent will be with his credentials.
- e) "Aviso de Operaciones" and a list of past clients, projects, dates and contact information going back 2 years.
- f) Section L of the solicitation document filled.
- g) Performance schedule in the form of a bar chart (Gant)
- h) List of employees that will work in the project, trade and ID numbers.
- i) List of Equipment that will be used in the project.
- j) Proof of financial resources available to perform the project (bank letter, factoring, etc.)
- k) BOM (Bill of Material) showing Type, General Specs and Quantities

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